North Central Regional Transit District
Board Meeting
Friday, December 5, 2014
Jim West Regional Transit Center
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Miguel Chávez, Vice Chair, at 9:14 a.m. at the Jim West Regional Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County		*Mr. Tomás Campos*
Taos County	*Commissioner Dan Barrone [T]*	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo	*Mr. Lonnie Montoya* [arriving later]	
Pojoaque Pueblo	*Mr. Tim Vigil*	*Governor Cameron Martínez*
Ohkay Owingeh	*Ms. Christy Mermejo*	
San Ildefonso Pueblo		*Ms. Lillian Garcia [T]*

Santa Clara Pueblo	Absent	
Tesuque Pueblo		*Ms. Sandra Maes*
City of Santa Fé		*Jon Bulthuis*
City of Española	*Councilor Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Ms. Elizabeth Carter*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, PIO
Ms. Pat López, Acting Finance Director

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ardee Napolitano, Rio Grande Sun
Ms. Lisa Katonak, Santa Fe County Manager's Office
Mr. Robert Griego, Santa Fe County Planning Manager
Ms. Delilah Garcia, NMDOT
Mr. Andrew Martínez, Rio Arriba County

4. INTRODUCTIONS

No introductions were made.

5. APPROVAL OF AGENDA

Commissioner Barrone moved to approve the agenda as presented. Vice Chair Chávez seconded the motion and it passed by unanimous [10-0] voice vote. City of Santa Fé and Nambé Pueblo were not present for this vote.

6. APPROVAL OF MINUTES - November 7, 2014

Councilor Ring moved to approve the minutes of November 7, 2014 as presented. Vice Chair Chávez seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none against. City of Santa Fe and Nambé Pueblo were not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

There were no presentation items.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

A. Discussion and Consideration of Resolution 2014-21 establishing the North Central Regional Transit District's 2015 Legislative Agenda

Mr. Mortillaro indicated that this document provides guidance to the Executive Director, the Board Chair and the lobbyist for legislation the District wishes to promote. This year is the long session starting January 20 ending March 21. The only difference from this agenda and the one adopted last year is on page 15 other than capital outlay appropriations. Those priorities align with the priorities submitted for state funding requests some time ago.

At the 10th bullet down is a new one, State Transit Fund. The New Mexico Passenger Transportation Association hired a lobbyist to promote the establishment of a State Transit Fund. Those monies would be used for operational and capital needs throughout the state. The NMTA of which Mr. Mortillaro is a board member, is hoping to get the legislation passed. It doesn't require any tax increases but a reallocation of resources. They are also looking at partnering with the Road Builders Association for road needs throughout the state as well.

He noted one correction at the top of the page where it should say 2015 instead of 2014.

Vice Chair Chávez asked Mr. Mortillaro to summarize how the statute and MAP 21 might impact this effort.

Mr. Mortillaro said they would watch for any attempt to modify Article 25 in the statute that would be detrimental to the District such as limiting our power to issue bonds. For example, Rio Metro might need to issue bonds for replacement of Rail Runner engines or additional tracks to reduce time between Santa Fé and Albuquerque. He was not hearing anything at this point.

At the federal level, transportation advocates have tried to get a transportation bill passed with no success but more continuing resolutions. This is the 9th straight year without a transportation bill. Our national association keeps pushing for long term transportation legislation. We can't do long range planning with just these short-term measures and right now, we don't have a federal lobbyist.

Vice Chair Chávez suggested riding on the coattails of the Association of Counties. Commissioner Stefanics is in Washington DC regularly for them.

Mr. Mortillaro agreed to look at their priorities. Both NMAC and the Municipal League have transportation as a priority on their list. Any counties or cities going to DC should mention transit when visiting with legislators.

Councilor Sheehey stressed that just as GRT is a stable funding for the District, MAP 21 funding is from the tax on gasoline and hasn't been changed for 20 years. Just to up that tax for inflation would be 18 cents per gallon and would make MAP 21 funding much healthier. It is a political mine field. But that is what funds our roads and particularly these days while gas prices are down. We need to urge legislators to fund transportation long term. Los Alamos County does have a federal lobbyist. Congress need to know how important this is and they have to pay for it somehow.

Mr. Lonnie Montoya arrived at 9:32.

Councilor Sheehey moved to adopt Resolution 2014-21 as presented with grammatical corrections noted. Vice Chair Chávez seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. City of Santa Fé was not present for this vote.

B. Discussion and Consideration of Resolution 2014-22 Open Meetings Act 2015

Mr. Mortillaro said this OMA Resolution is annually required for the Board to adopt a meeting schedule and the OMA requirements as shown on page 16. Most meetings will be on the first Friday of each month except on January 9, July 10 and Oct 9 to eliminate conflicts with holidays and tribal feast days.

Mr. Dwyer said there were a few clarifications but generally, it is the same as last year.

Mr. Vigil moved to adopt Resolution 2014-22 Open Meetings Act 2015 as presented. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. City of Santa Fé was not present for this vote.

C. Discussion and Consideration of Resolution 2014-23 Amending the North Central Regional Transit District's Procurement Regulations

Mr. Mortillaro noted the first set of procurement regulations were adopted by the Board in 2007 and then did a complete modification of them in September, 2012. These modifications are prompted because in July, 2014, NMDOT did a review of compliance with FTA and some items in the regulations they wanted to enhance and modify. In particular, incorporating the Brooks Act and surveying services and also listing of federal required clauses for procurements and then adding proposed procurement regulations of 2014. He referenced item #2 on page 23 for the red-line version in which paragraph 2 talked about federal contracts following federal regulations. And with state funding, the District will follow the state procurement code. Otherwise, we view the District as exempt because the Board adopted our own procurement regulations.

Ms. Mermejo asked if in some procurements the District would be following both federal and state codes.

Mr. Mortillaro agreed. The District does follow those codes so it was put into the procurement regulations.

Mr. Campos pointed out that this highlighted the exhibits but they weren't included.

Mr. Mortillaro agreed. They didn't want to include those forms in the adoption.

Mr. Dwyer said he would rather have the Board adopt the principles of best practices and accept the reality the forms could change.

Councilor Ring pointed out a grammatical issue and Mr. Dwyer said it should just say "follow."

Mr. Dwyer suggested language regarding the forms that would include them "as they change from time to time."

Mr. Mortillaro suggested the motion incorporate reference to Mr. Dwyer's language for clarification so we can modify it.

Mr. Mortillaro said on page 24 under exemptions, staff added "instruction and training" that we don't have to follow procurement. The District doesn't bid out training. Also, 16 17, and 18 were added as technological exemptions. Collective bargaining is exempt. Pages 25, 20 and 21 deal with purchasing parts and labor in emergencies where there is no opportunity to go and get bids. It is the same with machinery equipment from dealer or factory as authorized and the same for lobbyists. Also on page 29, the definition was clarified. Next big one was on page 62 on federally funded procurements and federal best practices. Those are things the District already follows but wanted them in black and white.

Vice Chair Chávez moved to approve Resolution 2014-23 with Mr. Dwyer's language modification:

"The Board of the NCRTD hereby adopts procurement regulations - and by reference related state and federal forms as they may from time to time be amended." Councilor Salazar seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. City of Santa Fé was not present for this vote.

D. Discussion and Consideration of Resolution 2014-24 Adopting Fares for Premium Transit Services

Mr. Kelly explained that this resolution refers to premium services outside of the normal services the District provides. The MOU with the Town of Taos is for the Klauer and Taos Express. The MOU also describes the fare of $5/trip for those made on Friday night, Saturday, and twice on Sunday for the Taos Express.

Mr. Bulthuis arrived at 9:56.

Mr. Kelly said the fares are only charged on Saturday and Sunday. It also gives the District an opportunity for other weekend services to ski areas, etc. That is also in the 5-year service plan.

The Taos Express got about $6,900 in fares and the District would get something similar - possibly $4,500 in fares if the Board approves it. The fiscal impact for fare boxes on two buses would be about $1,900.

Councilor Ring asked if they anticipated future charges for maintenance or replacement of fare boxes.

Mr. Kelly said the Taos bus will be turned over to us in the spring and includes a fare box.

Councilor Sheehey asked if charging a fare on Friday would mean more policy changes.

Mr. Kelly said they just saw that the Board policy has been a free (no) fare for trips on Monday through Friday so it might be a major conflict for current services. They would now provide a Taos route to Española and pick up those from Santa Fé back to back. They would not want to discourage anyone currently riding those on Friday afternoon.

Councilor Sheehey understood that adding service on weekends would incur more expense and it is yet to be seen how much service we get.

Mr. Mortillaro said in Exhibit B they were also suggesting to establish a mid-route fare. Right now, it doesn't stop in Española on weekends and staff felt there should be at least one stop in Española on weekends and would just use the $2 Park and Ride charges used right now from Española to Taos and back. This is the District's first foray into weekend service.

Ms. Maes asked if this revenue was anticipated in the budget approval.

Mr. Mortillaro said it wasn't and it was not being put into the budget amendment for today. It is such a small amount but if we need others, we can include it.

Ms. Maes asked if this was the only one then.

Mr. Mortillaro agreed. As the Board authorizes other premium services we will incorporate them.

Mr. López said there was a miscellaneous revenue item in the budget now.

Councilor Ring moved to approve Resolution 2014-24 Adopting Fares for Premium Transit Services as presented. Councilor Sheehey seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. Nambé Pueblo was not present for the vote.

E. Discussion and Consideration of Resolution 2014-25 for a Budgetary Amendment

Mr. Pat López explained that Resolution 2014-25 authorizes the District to amend the FY 15 budget and incorporate the additional revenues from the federal Tribal Transit Program which provides funding for capital projects, operating costs and planning activities under the Formula Grants for Rural Areas Program, also known as §5311 (c).

The request is asking approval to increase the budget revenue by $494,200; $384,878 from 5311 awards and $109,333 in carry over funds and to increase budgeted expenses by $494,200 with $384,878 to be spent on 5311 operation expenses, $34,077 for a planning contract with KFH for the five-year plan scheduling and routes, and $75,245 for a new bus.

At the October 2014 Board meeting, the Board approved MOAs with the Pueblos for 5311 programs. The NCRTD applied on behalf of the Pueblos for 5311 Funds. The pueblos will be primary recipients and the RTD will provide services and reporting.

Councilor Sheehey didn't see the expense detail on the spreadsheets that followed the resolution.

Mr. Mortillaro explained that when they created the FY 2015 budget they weren't sure of this federal funding for those routes. So now they would be able to reduce our GRT expenditure for those so at year end, they were able to supplant those funds and carry them over for these two purposes. The 5311 funds have to go for existing transit services.

Ms. Maes wanted to make sure they wouldn't violate the budget rules.

Mr. Mortillaro agreed and added that the funds from each pueblo will be spent in those pueblos so it will

all come together in either existing operations or enhanced operations

Mr. Dwyer clarified that they already did the MOAs so the pueblo made those decisions. Today the Board is just handling the budget itemizations.

Mr. Mortillaro was proud of Mr. López for being able to spend all of the federal funding and use the GRT revenue where needed for matching federal awards. The GRT that didn't need to be spent would go into our reserves and get allocated to things like vehicle replacement. And then we can use those reserves for things like bus purchases, etc. to benefit the routes and passengers. The District has taken responsibility for meeting all the federal requirements.

Mr. Campos moved to adopt Resolution 2014-25 for a Budgetary Amendment. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against.

DISCUSSION ITEMS

F. Discussion and Review of ski Santa Fe Service - Update

Mr. Mortillaro reported making some progress on this issue. A meeting will be scheduled with Nambé Pueblo and Tesuque Pueblo to talk about how the stakeholder has proposed to address the pueblo concerns. The Staff met with tribal representatives regarding that document. They provided feedback and now they will schedule meeting with the governors.

Last Monday, a general meeting took place with Santa Fé City and Santa Fé County to discuss the costs of the project and the revenue needed. At end of day, costs related to provide the service on an 8-month basis has declined so the gap is much smaller. Hopefully when they go through their process to determine their commitment it will be even better. He anticipated making presentations to their Governing Bodies and thought the project was doable.

If the fares don't materialize or the bus stop sponsorship doesn't materialize, then whether the entities will make up for that lack of revenue was in question. He remains optimistic on it. They have to decide by June if the service will start for next ski season. Mr. Bulthuis and Vice Chair Chávez were both there at the meeting.

Vice Chair Chávez really didn't have anything against leasing. He thought Councilor Bushee tried to make that statement. From the County's perspective, in his duties as Commissioner and RTD member, if the County introduces a resolution to support service to Ski Santa Fé, it will be with the condition that Ski Santa Fé makes a commitment to contribute to the cost. They have to make a substantial financial contribution at the front and if not, he wouldn't support the service. There is no guarantee people will use the service. They say they don't want it but Ski New Mexico wants it so Ski New Mexico will have to make that contribution.

An idea floated around to do a $1 surcharge to lift tickets and they were opposed as a disparity. But there are people paying GRT every day who won't ever use those transit services. The County Commission will have new discussions after January 1 with a new commissioner on board.

Mr. Mortillaro agreed with the substance of the $1 surcharge and he appreciated Vice Chair Chávez's statement. That position from County and City will help much in the negotiations.

Vice Chair Chávez said the cost for that service would be just under $300,000 for 12 months and for an 8 month term would cost about $174,000. What pushes that number is that it would not be wise to purchase a bus when we don't know if it will operate more than a year. The lease costs are about $120,000 for two vehicles year round. But the District will acquire a vehicle that could be used for this purpose and would reduce costs to about $150,000 per year.

Ski Santa Fé had proposed to give a $5 credit on each lift ticket. That would amount to about $25,000 but it is a soft contribution. Summer fares for summer were estimated.

He spoke with the Rail Runner (Rio Metro) who would contribute about $15,000 and business sponsorships at about $12,000 and the RTD would contribute about $25,000. But the bus contribution makes that commitment more.

Mr. Mortillaro said it would be about $30,000 total. The negotiation would still have to come back to the Board.

Mr. Mortillaro said the District really needs to know where Santa Fé City and Santa Fé County stand on any contributions. That could help immensely.

Mr. Bulthuis said he had been directed to bring alternatives to Councilor Bushee to carry to the full Council. The City will sort that out over next few months. To sort it out by first of the year is clear.

Mr. Andrew Martínez agreed that $5 off the lift ticket wouldn't entice anyone not to drive their own vehicle. If it was $20 or $25, it would be significant or if they would contribute free rentals. It would be more incentive. But during the summer, Ski Santa Fé would have no fee to discount.

Vice Chair Chávez said if Ski Santa Fé wants to do a zip line, etc for the summer, we want to encourage that with trails and zip lines. So Ski Santa Fé does hope to have more activity up there. They do an autumn chair lift for fall colors. We don't know if they are charging for those or not. But if we do it as a trial, it could work and without the up-front contribution, he would have to back out.

And if the pueblos still want to do the education about the mountain, they would have a captive audience on the bus. He was trying to be realistic and responsible about the funding side.

Councilor Sheehey asked how many days of service per week were anticipated.

Mr. Mortillaro said it would be seven days per week during the whole 8 months.

Ms. Mermejo said last week Mr. Mortillaro sent a 35-page document for the Governor to sign. Part of our mission is to serve underserved areas and Ski Santa Fé is not underserved so she was opposed to it.

Mr. Mortillaro understood but said it would not be a free service being proposed. It has to be funded somehow. But it also has to be subsidized somehow. He understand her position.

Ms. Maes said, from the Pueblo's standpoint, she appreciated all the hard work the District Staff has done on this. She was under the impression that it was a request from the Abruzzo's just for ski shuttle service. It seems any other economic initiative would confuse it. The pueblos are already opposed to more traffic up there. Nambé and Tesuque are the caretakers of that mountain. How will Ski Santa Fé contribute to that care taking?

Mr. Mortillaro clarified that the request has always been from the City of Santa Fé and not Abruzzo's. The fall or summer service was to use the buses that otherwise would just be sitting there in order to get cars off the road. They would be a captive audience to address the sensitive issues on the mountain. And wouldn't drop them off during those pueblo events.

Vice Chair Chávez agreed that Councilor Bushee did make those requests. But that gives the business a direct benefit. It is an easy out for them to say they didn't ask for it. They don't want to be responsible.

Councilor Ring pointed out that most of the time the District has some kind of study in considering new service. He asked if there was such a study on where those people go after skiing.

Vice Chair Chávez said he didn't have any such numbers.

Councilor Ring thought the skiers probably eat in the City and maybe stay there too.

Mr. Mortillaro thought there were probably not people who would not come because there was no bus service. But locals could consider leaving their car at home to use this service. It helps keep cars off the road. We get information that parents drive their kids up there for events and then drive back up to pick them up afterward. So we believe mostly locals would use this and not tourists.

Mr. Vigil asked if Councilor Bushee approached Santa Fé Trails for service.

Mr. Bulthuis said they did have a discussion about the role of the City's bus system and relation to the RTD. In this instance, the services are outside the City, the RTD was created for that regional work and although the route would originate in the City, it is not done in the City. That discussion did take place.

Vice Chair Chávez acknowledged that and it was in the 5-year plan but it was not funded. If this trial route works well, it would be part of the ongoing service by NCRTD but it should fall just on the city or county or RTD. Other interested parties would benefit and they have not acknowledged that.

Mr. Mortillaro felt that with enough information, the Board could make a decision whether it is a go or no go. Part of this has to do with historical relations of Ski Santa Fé and the Forest Service.

G. Financial Report for November 2014

Mr. López presented the financial report for November 2014, showing five months of activity in the fiscal year and reviewed the revenue and expenses. He referred to the report in the packet which gave a breakout by sources for revenue and compared this year with previous years. He referred to the pages giving GRT reports by county; pages for breakdown by category, expenses by the month and expenses by budget category.

Mr. López reported the audit was submitted to the State Auditor and it was very positive. He could not disclose the audit details until the State Auditor has released it.

H. Finance Subcommittee Report

Mr. Vigil said they met on November 21st to listen to Hinkle and Landers in the exit interview.

Mr. Mortillaro said they were very happy with the outcome.

I. Tribal Subcommittee Report

Mr. Montoya said the meeting took place a couple of weeks ago and they discussed Ski Santa Fé a little. They also discussed the new routes in the KFH plan and how to strategize for that.

Commissioner Barrone congratulated Mr. Montoya on being the new chair of that committee.

J. Executive Report

Mr. Mortillaro said the materials were in the packet. He gave added information regarding the new routes and the ITS roll out. Now that they are further along with beta testing, he knew the roll out date. We need to put those routes out when drivers bid on them. They bid on them in March and it will be confusing to put them out in January. The agreement is to have bidding in March to allow time for the drivers to consider the routes to bid on.

Also, he said the development of new route stops and maps has taken longer than it should have. He has discussed that with the contractor and they had to make major modifications. He hoped they could work it out. It is very difficult to make the changes and still keep the connections. Mr. Kelly, Ms. McGuire, Mr. Nagle and he had spent a lot of time on them. They are a vast improvement over what the District provides now. On the main route from Santa Fé to Taos, people can commute on them and get to work and back.

Lastly, he noted they have a small work force and when injuries occur it impacts our ability to achieve. So our new rollout date is in March and won't change from that time. However, it won't change the Taos Express route which happens starting January 3, 2015.

Mr. Kelly provided the performance measures report and pointed out that most of the indices were fairly flat compared with last year. With some of the local routes, drivers are being a little tougher with disruptive passengers. Some times when one rider is suspended, other riders also quit riding. The new changes will probably improve ridership.

Vice Chair Chávez asked to have some specifics for 599 and Hwy 14 in order to report to the County Commission.

Mr. Kelly said they were working on that for him right now. He noted they were requested by Rio Metro yesterday for data on the SE corner of Edgewood route. They have renamed the Madrid/Cerrillos route to be the Turquoise Route

Mr. Kelly reported there was one minor accident (backing into a mail box in Taos); one minor complain and a few customer incidents.

MATTERS FROM THE BOARD

Vice Chair Chávez wished everyone Happy Holidays and New Year.

Mr. Vigil invited members to the Pojoaque Pueblo's Feast Day on December 12.

Councilor Salazar noted the Española Light Parade on December 13th.

Mr. Nagle said the RTD would participate in the Española light parade and also in Los Alamos.

Commissioner Barrone said they had a blue bus at the Taos Plaza for Trick or Treat on the Plaza.

Ms. Mermejo announced Los Matachines Dances at Picuris Pueblo on December 25-28 and at Ohkay Owingeh on December 24-25.

MISCELLANEOUS

There were no other miscellaneous matters.

ADJOURN

Commissioner Barrone wished everyone happy holidays. "The most memorable are the friendships we cherish and to share stories from our elders."

Councilor Ring moved to adjourn the meeting. Councilor Salazar seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at approximately 11:30 a.m.

The next board meeting is scheduled for January 9, 2015 at 9:00 a.m. at the Jim West Regional Center.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.